

Date: January 9, 2012

To: Thomas J. Bonfield, City Manager

Through: Theodore L. Voorhees, Deputy City Manager

From: Joel V. Reitzer, Jr., General Services Director
Chris D. Boyer, Assistant Director of Operations, General Services
Lori J. Blake-Reid, Facilities Operations Manager

Subject: Custodial Services Contract at Durham Bulls Athletic Park

Executive Summary

On November 22nd, 2011, the General Services Department received seven proposals for custodial services at Durham Bulls Athletic Park (DBAP). The City contracts for seasonal cleaning at the DBAP for the Durham Bulls, USA Baseball and Duke University's baseball games. The City has requested proposals from firms qualified to perform this service.

This contract will provide custodial services for the facility for three (3) years. The recommended contractor must provide custodial services for the Durham Bulls, the Triple-A National Championship game, USA Baseball, Duke University ACC home baseball games and also an ACC Baseball tournament.

Recommendation

The Department of General Services recommends that City Council:

1. Authorize the City Manager to execute a contract with Cenplex Building Services, LLC to provide custodial services at the DBAP for three (3) years in an amount not to exceed \$720,266.00.
2. Establish a project contingency in the amount of \$36,013.30 and authorize the City Manager to negotiate and execute change orders on the contract provided the total cost does not exceed the amount budgeted for custodial services plus the project contingency.
3. Authorize the City Manager to execute contract extensions for an additional three years of service after the initial three (3) year term of the contract, at \$240,088.67 per year, provided all contract requirements have been met prior to allowing an extension.

Background

As noted in the City's lease agreement with the Durham Bulls, the City is responsible for cleaning the Durham Bulls Athletic Park for baseball games and City events. The City has

selected private firms to provide cleaning services at the DBAP for the Durham Bulls, USA Baseball and Duke University baseball games.

The awarded contractor will clean the DBAP pre and post games for Durham Bulls, USA Baseball, and the Duke University baseball games and for occasional special events hosted by City Departments. The dates and times will vary as per each team schedule. The DBAP total square footage is 224,000 square feet with a seating capacity of 10,000.

Issues/Analysis

A Request for Proposals for this project was advertised on October 21, 2011 and proposals were received from seven firms on November 22nd, 2011. The selection committee reviewed and evaluated the proposals. An interview was conducted with the three (3) highest ranking firms.

Sparkle and Shine Cleaning Service, Inc., Cenplex Building Services, LLC, and Service Master Clean by Santosha were interviewed by the selection committee on December 21st, 2011. The selection committee recommends Cenplex Building Maintenance, LLC as the lowest responsive/responsible bidder for the cleaning services at DBAP. Further, Cenplex has performed outstanding cleaning services at similar facilities as confirmed by their references. Cenplex has the knowledge of, and experience with, cleaning a large reputable venue that is similar to DBAP scope of services. The proposed contract award includes accepting the total in the amount of \$720,266.00.

The following table summarizes the results of the Request for Proposals:

<u>Company</u>	<u>Three Year Total Contract Cost</u>
Triangle Maintenance and Janitorial Service	\$ 192,500.00
Jani-King of Raleigh/Durham	\$ 268,888.18
Cenplex Building Services, LLC	\$ 720,266.00
ServiceMaster Clean by Santosha	\$ 763,978.00
Sparkle and Shine Cleaning Service, Inc.	\$ 785,964.13
J. A. Farrington Janitorial Services, Inc.	\$1,128,804.40
Platinum Construction and Contracting, LLC	\$2,159,034.07

Note: Triangle Maintenance and Janitorial Service and Jani-King of Raleigh/Durham submitted incomplete proposals.

The proposed contract award includes accepting a three year contract with Cenplex Building Services, LLC. The proposed scope of work includes; but is not limited to, cleaning the facility for the Durham Bulls, USA Baseball and the Duke University baseball games and is further defined in the proposed contract. The awarded contractor is responsible for cleaning the DBAP for the Triple-A National Championship game in September 2012 and the ACC Baseball Tournament in May 2013.

Alternatives

Alternatives were explored in determining the best way to deliver the necessary custodial services at Durham Bulls Athletic Park. One alternative is to utilize temporary staff or in-house custodians. This alternative was deemed not practical or feasible within the current operations budget due to cost and level of supervision required. The referenced costs cannot be absorbed by the City's Durham Bulls Athletic Park operational budget because

they have not been budgeted to cover salaries, wages, supplies and equipment rental to clean this facility.

The recommendation of contracting with a reputable company, with sufficient resources and staffing for responding to the City's custodial needs is the most viable alternative. The preferred alternative is to award the contract to Cenplex Building Services, LLC to perform custodial services at the Durham Bulls Athletic Park.

Financial Impact

Funds for this contract are available from the General Services Department's operating budget. Funding for this service is included in the department's FY 12 budget to cover custodial services provided from February 2012 through June 30, 2012, and is noted in the table below. Additionally, funding will be proposed in FY 13, FY 14 and FY 15 for services to be rendered from July 1, 2012 through September 30, 2014.

Location	FY 12 Budget	Proposed FY 13 Budget	Proposed Contract Cost FY 14	Proposed Contract Cost FY 15
General Services	\$180,066.50	\$239,332.00	\$241,602.00	\$59,265.50
Contingency	\$ 9,003.32	\$ 11,966.60	\$ 12,080.10	\$ 2,963.28

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the bid submitted by Cenplex Building Services, LLC of Apex, North Carolina to determine compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. The goals for this project are MSDBE 4% and WSDBE 0%. It was determined that Cenplex Building Services, LLC was in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

SDBE REQUIREMENTS

Cenplex Building Services, LLC will subcontract to the following certified firms:

Firm	ID	City/State	Amount	% of Contract
All Purpose Company	MSDBE	Durham, NC	\$16,358 (each season)	7%
After Hours Janitorial & Delivery	MSDBE	Durham, NC	\$16,358 (each season)	7%

The MSDBE goal was met and exceeded.

WORKFORCE STATISTICS

The workforce statistics for Cenplex Building Services, LLC are as follows:

Total Workforce	450	
Total Females	264	59%
Total Males	186	41%

Black Males	65	15%
White Males	15	3%
Other Males	104	23%
Black Females	101	23%
White Females	14	3%
Other Females	149	33%